

IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

DECREE

**PROMULGATION OF POLICY CONCERNING  
FINANCIAL TRANSACTIONS THAT REQUIRE PERMISSION OF THE BISHOP**

Following an ordinary review of the financial transaction policies of the Diocese of Marquette that require permission of the diocesan bishop, it was deemed opportune to update this policy.

After consultation with the Diocesan Finance Council on November 12, 2015 after their review of the proposed policy and receiving a positive recommendation;

Having heard the Presbyteral Council on December 17, 2015 after their review of the proposed policy and receiving a positive recommendation; it is my decision to establish this policy.

**Therefore, in accord with canons 8 §2, 29, and 391 §1 I hereby decree and promulgate as particular law for the Diocese of Marquette this policy concerning financial transactions that require permission of the Bishop of Marquette.**

The former Building Construction Policy, Capital Campaigns and Assessable Receipts Policy, Gift Acceptance Policy, Policy for Juridical Persons (Endowment Funds), and Non-Autonomous Pious Foundations (Trusts) Policy are hereby repealed and abrogated in accord with canon 20 §1.

Any policy or particular law of the Diocese of Marquette that is contrary to the Policy Concerning Financial Transactions that Require Permission of the Bishop is hereby repealed and abrogated.

The provisions of this decree shall become effective May 1, 2016.

Given at the chancery in Marquette, Michigan this 8<sup>th</sup> day of March in the year 2016.

A handwritten signature in blue ink, reading 'John F. Doerfler', is written over a horizontal line.

Most Reverend John F. Doerfler, STD, JCL  
Bishop of Marquette

A handwritten signature in blue ink, reading 'Daniel J. Moll', is written over a horizontal line.

Reverend Daniel J. Moll, Chancellor

**DIOCESE OF MARQUETTE  
POLICIES CONCERNING FINANCIAL TRANSACTIONS  
THAT REQUIRE PERMISSION OF THE BISHOP**

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**DIOCESE OF MARQUETTE  
FINANCIAL TRANSACTION POLICIES  
REQUIRING PERMISSION OF THE BISHOP**

**SECTION I: ACCEPTANCE OF GIFTS AND BEQUESTS**

The acceptance of some kinds of gifts could entail financial risk or legal requirements. Therefore, the permission of the Bishop is required for a parish, school, retreat center, or other diocesan entity to accept the following gifts:

- Accounts receivable (gifts of loans, notes, mortgages, etc.)
- Artifacts
- Charitable gift annuities
- Closely-held and S corporation stock
- Gifts naming multiple beneficiaries
- Gifts of intellectual property, mineral reserves, precious metals, and other types of assets carrying their own challenges
- Gifts whose structure fall outside the ordinary purposes and procedures of the parish, school, retreat center or other diocesan entity
- Life insurance policies requiring future premium payments by the diocese, parish, school, retreat center or other diocesan entity.
- Real property
- Tangible personal property that is not readily marketable

To request the Bishop’s permission to accept a gift, write a letter to the Bishop that includes the information requested on the sample letters.

[See Appendix A for Sample Letter Requesting Permission to Accept a Gift](#)

[See Appendix B for Sample Letters Acknowledging Non-Cash and Cash Gifts](#)

[See Appendix C for a Sample Gift Agreement Letter](#)

**SECTION II: CAPITAL CAMPAIGNS**

Definition: A Capital Campaign is a fund raising effort for a specific purpose after a proven need has been determined such as a building expansion, renovation project, or establishment of an endowment fund. Capital Campaigns involve a long-term commitment with pledges paid to the parish, school, retreat center or other diocesan entity over an extended time period. The length of a Capital Campaign and its redemption period must be approved by the Bishop.

1. Parishes, schools, retreat centers, or other diocesan entities wishing to conduct a capital campaign must submit an on-line request to the Bishop.
2. Capital Campaigns must have the written approval of the Bishop.

3. Income collected for an approved Capital Campaign is excluded from the Assessable Receipts of the parish.
4. Income collected from parish building fund envelopes in conjunction with an approved Capital Campaign is excluded from Assessable Receipts up until the campaign end date that is specified in the approval letter from the Bishop. After that time, building fund envelopes may be used, but revert to Assessable Receipts.

The Development Office of the diocese provides parishes, schools, retreat centers, and other diocesan entities with resources and guidance needed to conduct Offertory programs and small to mid-size capital campaigns. Working with the pastor/pastoral coordinator/administrator, the Development Office can help determine minimum financial goals, develop a campaign timetable, and review campaign materials. Parishes, schools, retreat centers, and other diocesan entities are encouraged to contract with a professional company for some mid-size campaigns and all large-scale fundraising efforts.

Money donated through Capital Campaigns conducted for a specific purpose should be considered restricted funds only if supporting documentation is provided. Acceptable documentation includes printed brochures prepared for the specific campaign and printed collection envelopes that clearly state the purpose of the campaign and the name and address of the donor. The parish, school, retreat center or other diocesan entity should maintain a detailed record of the amount raised from each donor. Capital campaigns generally have a payment schedule of three to five years. Reminder statements should be sent to donor's according to their specific requests; i.e., monthly, quarterly or annually.

*Please refer to the parish, school, retreat center or other diocesan Accounting Manual for instruction on recording the above in the parish, school, retreat center or other diocesan entity accounting records.*

**To request the Bishop's permission to conduct a Capital Campaign click the link here to submit the initial electronic request form.**

### **SECTION III: CONSTRUCTION/REPAIR/RENOVATION OR IMPROVEMENT OF PARISH/SCHOOL/RETREAT CENTER OR OTHER DIOCESAN ENTITY PROPERTY**

The Diocesan Building Commission provides services to parishes, schools, retreat centers and other diocesan entities for construction, repairs and improvements to church property. The Commission's goal is to ensure that all building projects follow sound construction industry practices and projects are performed by reputable contractors that have proper insurance coverage. The Commission's ultimate responsibility is to make recommendations to the Bishop regarding projects submitted to them for review. To ensure that the above goals can be accomplished, parishes, schools, retreat centers and other diocesan institutions are to adhere to the policies below.

**III – A: GENERAL POLICIES FOR ALL CONSTRUCTION/REPAIR/RENOVATION OR IMPROVEMENT PROJECTS**

1. Pastors/Pastoral Coordinators/Administrators may not undertake any building or renovation projects until serving in their respective parish, school, retreat center or other diocesan entity for at least one year; the Bishop must approve any exceptions.
2. The Pastor/Pastoral Coordinator/Administrator of a parish, school, retreat center or other diocesan entity must consult with the parish or school finance council. Institution administrators must consult and have approval of a governing board.
3. Final permission for all projects listed below must be obtained from the Bishop (before the start of the project).
  - a) All projects over \$20,000
  - b) Any project specifically involving construction, repair and/or renovation of the worship space which includes but is not limited to the sanctuary
4. At least 75% of the project cost (cash on hand and pledges, or other liquid assets) must be on hand at the commencement of the project.
5. A Hold Harmless Agreement(s) (regardless of the size of the project) must be signed by the contractor(s) and liability limits appropriate to the size of the project must be proven. These must be submitted to the diocesan office prior to the commencement of the project.
6. A Certificate(s) of Insurance with the appropriate insurance limits naming both the Diocese of Marquette and the parish, school, retreat center, or other diocesan entity as additional insured must be submitted to the diocesan office prior to the commencement of the project.
7. Definite steps should be taken to educate the entire parish, school, retreat center, or other diocesan entity membership about the proposed building or renovation. Under no circumstances should a Pastor/Pastoral Coordinator/Administrator or institution authority proceed without efforts to help persons of the parish, school, retreat center, or other diocesan entity understand the reasons for what is being proposed. Broad parish, school, retreat center, or other diocesan entity support is essential for a successful building or renovation project.
8. The parish (institution) as a whole or through committee, should have some part in decisions made about the project.
9. Minutes of the meetings of the parish pastoral council and finance council indicating their consensus to proceed with the project are to be submitted along with the request for the Bishop's permission.
10. See information below for specific procedures involving these types of projects.
  - a) Worship Space Projects
  - b) Project expenditures over \$20,000
  - c) Project expenditures up to \$20,000

**To request the Bishop's permission to conduct a Construction/Repair/Renovation/ or Improvement Project click the link here to submit the initial electronic request form.**

### **III – B: PROCEDURES FOR PROJECTS INVOLVING THE WORSHIP SPACE**

“... the liturgy is the summit toward which the activity of the Church is directed; at the same time it is the font from which all the Church’s power flows. (Second Vatican Council, Constitution on the Sacred Liturgy, Article 10)

Mass and the other sacraments are central to the practice of the faith in the Catholic Church. For this reason, the building of churches and other places where Mass and the sacraments are celebrated, along with places of private devotion, should always be done with great care.

When a parish, school, retreat center, or other diocesan entity begins planning to build or renovate its place of liturgical celebration or a place of private devotion, it must first contact the Office of Divine Worship (regardless of the amount of expenditure).

A liturgical consultation will be initiated by completing the on-line request form for projects. It must occur well before plans are submitted to the Diocesan Building Commission. Requests for review of the Diocesan Building Commission will not be considered until the consultation has occurred and plans are revised to reflect the recommendations of the Office of Divine Worship.

Where possible building or renovation plans must include making the liturgical space accessible to persons with disabilities. Main provisions of the Americans with Disabilities Act should be incorporated insofar as possible, even though churches are legally exempt.

Final permission for all projects must be obtained from the Bishop.

The procedure is as follows:

1. Contact the Diocesan Director of the Office of Divine Worship to arrange for a site visit with the Pastor/Pastoral Coordinator/Administrator, institution authority and/or other leadership groups. At the discretion of the Diocesan Director of the Office of Divine Worship, some small projects may be handled by telephone or email once floor plans, photos, etc., have been studied.
2. The Diocesan Director of the Office of Divine Worship (after visiting the site, if necessary) will make written recommendations to the Pastor/Pastoral Coordinator/ or institution authority.
3. The contractor(s) must be reputable (licensed for projects over \$20,000). A copy of the contractor’s license (if the project is over \$20,000) must be submitted to the diocesan office, prior to the commencement of the project. Each building contractor should possess an appropriate (e.g. electrical, plumbing, residential) license as it indicates some level of competence.
4. A Performance Bond (Labor and Material Payment Bond) should be considered for any project in the \$50,000 - \$100,000 range and is absolutely required for projects over \$100,000. As a general rule, bid bonds are required on all projects over \$100,000, performance bonds required as an added item on the bid form for projects \$100,000 to \$500,000 and mandatory and included in the bids for projects that exceed \$500,000.
5. Obtain all required state and local code permits.

6. As a general rule, when a project involves a building permit and/or architectural or engineering judgment, plans and specifications prepared by an architect or engineer will be required with accompanying contract administration.
7. Once the plans are complete, the entire project must be submitted on-line to the Bishop.
8. The following should accompany the on-line request for permission for the project:
  - a) State the nature of the project.
  - b) Indicate parish, school, retreat center or other diocesan finance council consultation and meeting date. Attach copies of the minutes showing consensus for the project finance council.
  - c) Indicate estimated cost of the project and how the institution will pay for project (checking, savings, borrowing, pledge drive, etc.) Attach copies of the most recent financial statements for the institution.
  - d) Include plans and specifications which outline the scope of the project and specifics of the construction. Include floor plans, photos and dimensions of the facility, if appropriate. (In some cases, the preparation of the plan and specification by a professional engineer/architect will be required.)
  - e) A copy of all bids (a minimum of two bids is required). If a specific bid is preferred over another, please indicate which is the preferred bid and why.
  - f) A copy of the Diocesan Director of the Office of Divine Worship's recommendations.
  - g) Documentation of permission to conduct a Capital Campaign (if previously approved, otherwise see Section II to obtain this permission).
9. Upon receipt of the above materials, the project will be reviewed by the Director of Administration & Finance and the Diocesan Building Commission. If necessary, the institution may be consulted to provide clarification.
10. Once completed the project will be submitted to the Bishop for review.
11. Bishop's permission or denial of permission, along with any additional requirements, will be sent to the institution by the Bishop.

**To request the Bishop's permission to conduct a Construction/Repair/Renovation/ or Improvement Project click the link here to submit the initial electronic request form.**

**III - C: PROCEDURES FOR PROJECTS OVER \$20,000 (NOT INVOLVING THE WORSHIP SPACE)**

1. Projects over \$20,000 must have permission from the Bishop.
2. A minimum of two bids must be obtained for projects exceeding \$20,000 in value. The low bidder will be used unless the Bishop or Building Committee finds reason to reject the bid.
3. The contractor(s) must be reputable (licensed for projects over \$20,000). A copy of the contractor's license (if the project is over \$20,000) must be submitted to the diocesan office, prior to the commencement of the project. Each building contractor should possess an appropriate (e.g. electrical, plumbing, residential) license as it indicates some level of competence.
4. A Performance Bond (Labor and Material Payment Bond) should be considered for any project in the \$50,000 - \$100,000 range and is absolutely required for projects over \$100,000. As a general rule, bid bonds are required on all projects over \$100,000, performance bonds required as an added item on the bid form for projects \$100,000 to \$500,000 and mandatory and included in the bids for projects that exceed \$500,000.

5. Obtain all required state and local code permits.
6. When a project involves a building permit and/or architectural or engineering judgment, the general rule is, plans and specifications prepared by an architect or engineer will be required with accompanying contract administration.
7. The following should accompany the request for permission for the project.
  - a) Submit the on-line form to the Bishop.
  - b) State the nature of the project.
  - c) Indicate parish, school, retreat center or other diocesan finance council consultation and meeting date (attach copies of the minutes showing consensus for the project finance council).
  - d) Indicate estimated cost of the project and how the institution will pay for project (checking, savings, borrowing, pledge drive, etc.) (Attach copies of the most recent financial statements for the institution).
  - e) Include plans and specifications which outline the scope of the project and specifics of the construction. Include floor plans, photos and dimensions of the facility, if appropriate. (In some cases these will be required to be prepared by a professional engineer/architect)
  - f) A copy of all bids (a minimum of two bids is required). If a specific bid is preferred over another, please indicate which is the preferred bid and why.
  - g) Documentation of permission to conduct a Capital Campaign (if previously approved, otherwise see Section II to obtain this permission).
8. Upon receipt of the above materials, the project will be reviewed by the Director of Administration & Finance, and the Diocesan Building Commission. If necessary, the institution may be consulted to provide clarification.
9. Once this review is completed the project will be submitted to the Bishop for approval.
10. Bishop's permission or denial of permission, along with any additional requirements, will be sent to the institution by the Office of the Bishop.
11. Allow at least one (1) month for the above process.

**To request the Bishop's permission to conduct a Construction/Repair/Renovation/ or Improvement Project click the link here to submit the initial electronic request form.**

**III - D: PROCEDURES FOR PROJECTS UP TO \$20,000 (NOT INVOLVING THE WORSHIP SPACE)**

1. Projects up to \$20,000 do not need permission from the Bishop; however, the diocesan staff and diocesan building commission are available to assist parishes, schools, retreat center, or other diocesan entity on any size project.
2. A minimum of two bids should be obtained for all projects.
3. Each building contractor should possess an appropriate (e.g. electrical, plumbing, residential) license as it indicates some level of competence.
4. Obtain all required state and local code permits.
5. When a project involves a building permit and/or architectural or engineering judgment, the general rule is, plans and specifications prepared by an architect or engineer will be required with accompanying contract administration.

**To request the assistance from the diocesan staff or diocesan building commission, click here to submit the initial electronic request form.**



## SECTION IV: ENDOWMENT FUNDS AND TRUSTS (AUTONOMOUS AND NON-AUTONOMOUS PIOUS FOUNDATIONS)

The following policy will set forth the definitions and principles to be used in the Diocese of Marquette for the establishment of these two entities under the provisions of Canon Law. Model agreements will also be provided as an aid to those wishing to establish them.

Definitions and principles to be followed.

### Endowments

An endowment is a financial asset, in the form of a donation made to a non-profit group, institution or individual consisting of investment funds, or other property. Typically, an endowment is structured to keep the corpus intact, in perpetuity, while using the investment income to support an organization or cause. Endowments usually have stipulations as to how the funds are to be used.

*The Bishop's permission is required to establish an endowment. The necessary governing documents will be drafted in accordance with the granting of permission by the Bishop.*

### Trusts as non-autonomous pious foundations.

A non-autonomous pious foundation in Canon Law is essentially equivalent to the concept of a "trust" in civil law. Non-autonomous pious foundations are temporal goods given in any way to a public juridical person (such as a parish, school, retreat center or other diocesan entity) and carrying with them a long-term obligation, such period to be determined by particular law. The obligation is for the juridical person, from the annual income, to fulfill in some way the purposes of works of piety, the apostolate or charity. Examples of such a foundation would include scholarship funds entrusted to a parish or school to administer, memorial Mass funds administered by a parish, and dispositions of a will given to a parish to see that Masses are offered for a particular intention.

The relevant Canon Law governing non-autonomous pious foundations can be found in Book V of the Code of Canon Law (1983), "The Temporal Goods of the Church".

There is virtually no difference from a trust in civil law in regards to the overall operation and function of a "trust" fund when organized as a non-autonomous pious foundation. In such case, it is the administration of the public juridical person to whom the fund is entrusted (e.g. a parish) that is responsible for administering the fund. In a parish, this usually would be the pastor and the finance council who serve as a board of directors of the foundation.

*The Bishop's permission is required to establish a trust, any and all "trust" funds that are associated with Church institutions in the Diocese of Marquette are to be established as non-autonomous pious foundations under the provisions of Canon Law.*

**To request the Bishop's permission to establish an Endowment Fund or Trust click the link here to submit the initial electronic request form.**

## SECTION V: ESTABLISHMENT OF MICHIGAN CATHOLIC CONFERENCE (MCC) UNITS

Any establishment of a new unit through the Michigan Catholic Conference (MCC) must have permission of the Bishop. Each parish, school, retreat center and diocesan entity has their own unique MCC Unit Number. On rare occasions it may be desirable to establish a separate MCC unit number for a specific or special group (e.g. combined faith formation groupings).

**To request the Bishop's permission to establish a Michigan Catholic Conference (MCC) unit number click the link here to submit the initial electronic request form.**

## SECTION VI: LOANS OR LINES OF CREDIT IN ANY AMOUNT

All lending institution loans or lines of credit must be approved by the Bishop and the loan documents must be executed by the Bishop or his representative. The appropriate legal title to be used on all documents is: Most Reverend (Name of Bishop), Roman Catholic Bishop of the Diocese of Marquette.

**To request the Bishop's permission to obtain a Loan or Line of Credit click the link here to submit the initial electronic request form.**

## SECTION VII: SALE, LEASE OR ACQUISITION OF CHURCH PROPERTY

### **VII - A: GENERAL POLICIES FOR SALE LEASE OR ACQUISITION OF CHURCH PROPERTY**

All procedures are coordinated through the Department of Administration and Finance.

The Diocese of Marquette is organized as a Corporation Sole under Michigan law; therefore legal title to all Church property resides with the Bishop of Marquette. All real estate sales, acquisitions, leases or rental agreements must be executed by the Bishop or his representative. The appropriate legal title to be used on all documents is: Most Reverend (Name of Bishop), Roman Catholic Bishop of the Diocese of Marquette.

#### **Expenses Related to Property Transactions**

The diocesan entity is responsible for paying for certain expenses incurred in any property exchange. These expenses may include but not limited to: attorney fees, title insurance, realtor commissions, recording fees, transfer taxes, etc.

### **VII - B: SALE OF PROPERTY**

Diocesan entities should contact or write to the Bishop to seek permission prior to the sale of all property.

- Any alienation of Church property with an assessed value of over \$25,000 or over 10% of the prior year's ordinary income, requires the Bishop to obtain the consent of the Diocesan Finance Council and Diocesan College of Consultors (c. 1292)

- Any alienation of property with an assessed value of \$3,500,000 or higher, requires permission from Rome
- The following information is to be provided:
  - Reason for the sale of the property
  - Legal description of the property
  - Price of property and anticipated terms
  - Current and past uses of the property, if known
  - Minutes of the meetings of the parish, school, retreat center or diocesan entity pastoral council and finance council indicating their consensus to proceed with the project are to be submitted along with the request for the Bishop's permission
  - A written appraisal from a licensed appraiser for any property valued over \$25,000

Once the Bishop has given permission for the sale and a buyer is found, the following will be necessary:

A Purchase Agreement is to be prepared. The agreement must be reviewed by the diocesan attorney prior to execution. If satisfactory, the Bishop's signature will be obtained and the Purchase Agreement sent to the parish, school, retreat center or diocesan entity for other signatures.

If the property is sold through a realtor, an Offer to Purchase is obtained from the prospective purchaser and sent to the diocese for acceptance and signature.

Once the Purchase Agreement or Offer to Purchase contingencies have been complied with, the following documents are prepared for closing:

- Deed
- Title documents (updated Abstract of Title or Title Insurance Policy)
- Closing Statements
- Other transfer documents

All closing documents are to be forwarded to the Diocesan Department of Administration and Finance for review by the Bishop and diocesan attorney prior to signing. If needed a diocesan representative may be present for the closing. Fully executed copies of all closing documents are to be provided to the diocese.

The Bishop must obtain the consent of the Diocesan Finance Council and College of Consultors to grant his permission for the sale.

**To request the Bishop's permission to sell property click the link here to submit the initial electronic request form.**

### **VII - C: LEASES**

All new and renewal of leases must be approved by the Bishop or his designate.

**To request the Bishop's permission to enter into a Lease Agreement click the link here to submit the initial electronic request form.**

### **VII - D: ACQUISITION (PURCHASE) OF PROPERTY**

Diocesan entities complete the on-line form to seek permission prior to the purchase of property. The following information is to be provided:

- Reasons for purchase and future use
- Minutes of the meetings of the parish, school, retreat center, or diocesan entity pastoral council and finance council indicating their consensus to proceed with the project are to be submitted along with the request for the Bishop's permission
- Legal description of the property
- Price of property and anticipated terms
- Current and past uses of the property, if known
- Explanation of how the purchase will be financed
- A written appraisal from a licensed appraiser for any property valued over \$25,000
- An Environmental Assessment, if deemed necessary. (An engineering firm licensed to do environmental reviews should be hired for the assessment)

Once the plan to purchase is approved by the Bishop, the parish, school, retreat center, or diocesan entity should proceed, as follows:

1. A Purchase Agreement is to be prepared and submitted to the Department of Administration and Finance for review by the bishop and diocesan attorney prior to signature by the bishop. After signature, the Purchase Agreement is returned to the parish, school, retreat center or other diocesan entity for delivery to the seller.
2. All closing documents are to be forwarded to the Department of Administration and Finance and will be reviewed by the diocesan attorney. Fully executed copies of all closing documents are to be provided to the diocese.

**To request the Bishop's permission to Acquire Property click the link here to submit the initial electronic request form.**

## **SECTION VIII: TRANSACTIONS THAT ENTAIL SIGNIFICANT FINANCIAL RISK**

Transactions that entail significant financial risk are as follows:

1. Any transaction in which the total debt incurred would be at or above 100% of the Parish's Annual Assessable Receipts, or the School's Annual Tuition Revenue, or the other diocesan entities ordinary annual income.
2. Any project involving a question in which the Bishop determines needs the fuller discussion of the Diocesan Finance Council and Diocesan College of Consultors.

The Bishop must obtain the consent of the Diocesan Finance Council and College of Consultors to grant his permission for these transactions.

## APPENDIX A

### SAMPLE – Letter Requesting Permission to Accept Gift

*(Use official parish, school, retreat center or diocesan entity letterhead)*

*Date*

The Most Reverend John F. Doerfler  
Diocese of Marquette  
1004 Harbor Hills Drive  
Marquette, MI 49855

Dear Your Excellency,

I am happy to request your permission to accept a gift (see list below of gifts that require Bishop's permission to accept) at *Parish/School/Retreat Center/Diocesan Entity Name*.

*Describe the kind of gift for which permission is sought, such as:*

- *Accounts receivable (gifts of loans, notes, mortgages, etc.)*
- *Artifacts*
- *Charitable Gift Annuities*
- *Closely-held and S corporation stock*
- *Gifts Naming Multiple Beneficiaries*
- *Gifts of intellectual property, mineral reserves, precious metals, and other types of assets carrying their own challenges.*
- *Gifts whose structure fall outside the ordinary purposes and procedures of the parish, school, retreat center or other diocesan entity.*
- *Life insurance policies requiring future premium payments by the diocese, parish, school, retreat center or other diocesan entity.*
- *Real property*
- *Tangible personal property that is not readily marketable*

The donation is being made by *(name of donor)*. The donor wishes the funds to be used for *(intention of donor)*.

Sincerely,

*Name*  
*Title*

## APPENDIX B

**All donors should receive an expression of sincere thanks and gratitude and an acknowledgement of the gift in accordance with IRS regulations**

### **SAMPLE – Letter Acknowledging Non-cash Gift**

*(Use official parish/school/retreat center/diocesan entity letterhead)*

*Date*

*Donor Name*

*Address*

*City/State/Zip*

Dear *Name*,

Thank you very much for your donation!

This letter acknowledges receipt of your donation of the following items:  
*(Describe items received; for example, 10 boxes of 9x12 clasp envelopes)*

Please keep this acknowledgement for tax purposes. Pursuant to section 170(f) (8) of the Internal Revenue Code, the *(name of parish/school/retreat center/diocesan entity)* either did not provide any goods or services in whole or partial consideration for this contribution or provided only intangible religious benefits.

Sincerely,

*Name*

*Title*

**SAMPLE – Letter Acknowledging Cash Gift**

**All donors should receive an expression of sincere thanks and gratitude and an acknowledgement of the gift in accordance with IRS regulations**

*(Use official parish/school/retreat center/diocesan entity letterhead)*

*Date*

*Name*

*Address*

*City, State Zip*

Dear *Name*,

Thank you for your generous gift of \$(*amount of gift*) for (*parish/school/retreat center/diocesan entity name*). Your gift benefits (*explanation of how the donation benefits the parish/school/retreat center/diocesan entity.*)

Please contact me if I can be of assistance. My direct telephone number is *phone number* and my e-mail is *email address*.

Thank you once again for your support of. (*parish/school/retreat center/diocesan entity*).

Sincerely yours,

*Name*

*Title*

P.S. Pursuant to section 170(f)(8) of the Internal Revenue Code, let it be known that the donee organization either did not provide any goods or services in whole or partial consideration for the above contribution or provided only intangible religious benefits.

**APPENDIX C**

If gift is intended for particular purpose for which there is no existing fund, then this letter is applicable.

**SAMPLE – Gift Agreement Letter**

*(Use official parish/school/retreat center/diocesan entity letterhead)*

Date

Name

Street

City, State Zip

Dear Name,

The following is an agreement and understanding between *(name of parish/school/retreat center/diocesan entity)* and *(donor name)*.

The donor hereby delivers to the parish/school/retreat center/diocesan entity *(description of donated property)*.

This donation is to be used to establish the *(name of the)* Fund.

The principal of the gift will be invested in the Diocesan Investment Pool and not be spent. Income generated from the fund can be used to *(describe purpose of fund)*:

The diocesan Director of Administration & Finance will be responsible in administering the distribution of the fund in accordance with the donor's intentions.

Executed on: *(date)*

Executed by: *Name*Bishop/pastor/pastoral coordinator/administrator

Parish/school/retreat center/diocesan entity

Donor

\_\_\_\_\_  
Pastor/Director of  
*Name of Parish/school/retreat center/diocesan entity*

\_\_\_\_\_  
Donor Name